GB Regional & Park Budget Requests


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NPS                                    FIREPRO                SACS  25-APR-00
SY1000-2-GB               Regional & Park Budget Requests     PROD  09:35 AM

                                     DEAN BERG

                  GBA   - Permanent Staff Step/Benefit Allocation  (F31430)
                  GBB   - Additional Seasonal Staffing Requests    (F31600)
                  GBC   - Support Funding Allocation and Request   (F31610)
                  GBE   - Accountable Property over $1,500/item    (F31630)
                  GBF   - Aircraft Requests                        (F31640)
     (REG/NAT)    GBG   - Budget Item Requests                     (F31650)
     (REG/NAT)    GBH   - Regional Requests for Park Fire Cache's  (F31660)
     (REG/NAT)    GBI   - Review/Rank Accountable Prop Requests    (F31700)
                  GBJ   - Additional Permanent Staffing Requests   (F31670)
                  GBK   - Interagency Fairshare Requests           (F31680)
                  GBL   - Research Requests                        (F31690)




            Enter Your Selection; PM for Previous Menu; EX to EXIT     ! ?

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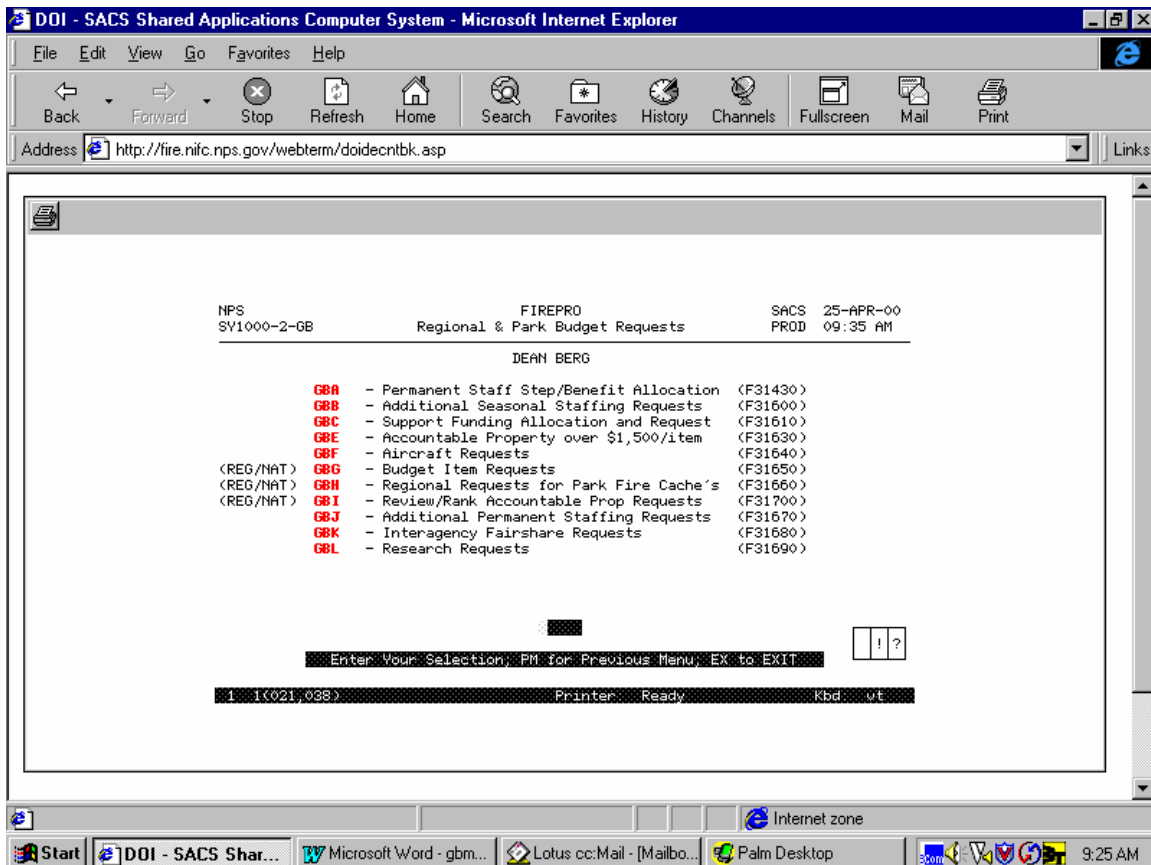
Programs prefaced by (Reg/Nat) will only be visible in the SACS to users with Regional or National level user access to the system.

Before FIREPRO budgets can be finalized, parks, regional offices, and Fire Management Program Center staff must identify refinements to applicable Phase 1 analysis results and are provided opportunities to request additional program support.

GBA – **Permanent Staff Step/Benefit Allocation.** All NPS units review their permanent FIREPRO staffing and update pay step and percentage benefit levels as appropriate for the new fiscal year.

GBB – **Additional Seasonal Staffing Requests.** NPS units are provided the opportunity to request additional seasonal staffing, or request changes to existing seasonal staffing.

GBC – **Support Funding Allocation and Request**. In this program, NPS units with permanent and/or seasonal FIREPRO staffing will demonstrate how they intend to utilize the support funding derivative from staffing and request additional support funding if deemed necessary.

GBE – **Accountable Property Over $1,500/Item.** Parks and regional offices are provided this opportunity to request funding to purchase accountable property costing in excess of $1,500. This is the program used in requesting replacement of rolling stock such as engines, that are not covered by the Working Capital Fund equipment replacement program.

GBF – ***Aircraft Requests.*** Funding requests to cover either fixed- or rotary-wing aircraft contracts will be entered in this program. Terms of the proposed contract will be spelled out. ==Do not use this menu for interagency fairshare aircraft requests, use GBK instead.==

GBG – ***Budget Item Requests.*** This program provides National Fire Program Management Center and Regional Office fire management staff the opportunity to request funding for program elements not covered in the FIREPRO analysis.

GBH – ***Regional Requests for Park Fire Caches.*** This program allows regions to request funding for fire caches for parks that are not base-funded by FIREPRO. This should not include parks that are already covered by an Area FMO.

GBI – ***Review/Rank Accountable Prop Requests.*** This program allows the Regional Office fire staff to review and priority rank both park and regional office accountable property requests (greater than $1,500). The final priority ranking done in the Regional Office should be done by the FMO.

GBJ – ***Additional Permanent Staffing Requests.*** Using this program, any level user (Park or Region) can input requests for additional permanent staffing, beyond what the FIREPRO analysis has already justified.

GBK – ***Interagency Fairshare Requests.*** This program provides all users the opportunity to request funding for Interagency Fairshare programs.

GBL – ***Research Requests.*** All users can request funding for fire research proposals from available NPS FIREPRO funds. This is not to be confused with the Interagency Joint Fire Science Program/JFSP in which funding requests are handled outside the FIREPRO budget request process.

GBA Permanent Staff Step/Benefit Allocation

To activate this program the user will be required to provide two bits of information:

> **YEAR:** Enter the fiscal year you're updating records for.
>
> **UNIT:** Enter the 4-letter alpha code for the NPS unit. By entering a "?" symbol and the "NPS" agency designator, the program will display a help screen listing of appropriate 4-letter codes.
> - Parks are limited to their own alpha code, which is entered automatically.
> - Regions (Field Areas) can get any of the parks within their geographic area, or may input a request for their office.

Once the fiscal year and unit code have been entered, the program will then fill in the screen with permanent staffing created by the FIREPRO analysis, and positions created by "management override" of the analysis by FIREPRO program management staff in Boise. The following example screen from Yosemite National Park is used to illustrate.

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   NPS                      Regional & Park Budget Requests       PROD  21-DEC-01
   F31430-1-(GBA)           Permanent Staff Step/Benefit Allocation  MENU  11:34 AM
   ─────────────────────────────────────────────────────────────────────────
                                    DEAN BERG
        Unit: YOSE      YOSEMITE NATIONAL PARK                    Year: 2002
   POS POSI      GS    PAY  NUM   BASE        BENEFIT      TOTAL    COLA    TOTAL
   NBR TION    LVL STP PRD  EMP  SALARY   PCNT  AMOUNT    SUPPORT  AMOUNT  FUNDING

     1│AOET  │ GS07 01 │ 26 │ 1 │ 27,794 │35.0│  9,727 │  5,982 │ 2,363 │ 45,866
     2│ARCTH │ GS07 03 │ 13 │ 1 │ 14,807 │30.0│  4,442 │  4,801 │ 1,212 │ 25,262
     3│CLERK │ GS06 04 │ 26 │ 1 │ 27,482 │30.0│  8,244 │  5,190 │ 2,250 │ 43,166
     4│DISP  │ GS05 02 │ 16 │ 1 │ 14,304 │34.0│  4,863 │  4,911 │ 1,207 │ 25,285
     5│DISP  │ GS05 02 │ 26 │ 1 │ 23,244 │34.0│  7,902 │  4,788 │ 1,962 │ 37,896
     6│ECOLG │ GS11 02 │ 26 │ 1 │ 42,354 │30.0│ 12,706 │  8,493 │ 3,468 │ 67,021
     7│ENGN1 │ GS06 03 │ 15 │ 1 │ 15,390 │43.0│  6,617 │  5,489 │ 1,386 │ 28,882
     8│ENGN2 │ GS05 03 │ 15 │ 1 │ 13,815 │39.0│  5,387 │  4,776 │ 1,209 │ 25,187
     9│ENGNE │ GS07 05 │ 18 │ 1 │ 21,780 │42.0│  9,147 │  7,261 │ 1,948 │ 40,136
    10│FCS01 │ GS06 02 │ 18 │ 1 │ 18,090 │45.0│  8,140 │  6,679 │ 1,652 │ 34,561
    11│FCS01 │ GS07 02 │ 16 │ 1 │ 17,648 │45.0│  7,941 │  6,590 │ 1,612 │ 33,791
    12│FCS01 │ GS08 02 │ 18 │ 1 │ 21,942 │45.0│  9,873 │  8,191 │ 2,004 │ 42,010

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                                                             │ & │ ! │ ? │
            Enter The Pos Nbr To Work With, or "W" for Working Titles

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The program prompts the user to "*Enter The Pos Nbr To Work With*" or *"W for Working Titles"* which is a recently added program enhancement that allows the user to input more specific titles that will be more meaningful to them when the final budget printout is provided.

Enter The Pos Nbr to Work With

In the example above the user would enter "3" if the "Clerk" position needed updating.

The following partial list of common position abbreviations may be helpful for interpreting the list:

Acronym		Analysis Generated Title
AOET	=	Air Operations/Equipment Technician
CLERK	=	Program Clerk/Assistant
CRSUP	=	Crew Supervisor
DISP	=	Dispatcher
ENGNE	=	Engine Foreman/Crewperson
FEMN	=	Fire Effects Monitor
FEPM	=	Fire Effects Program Manager
FFTR	=	Firefighter
FMO	=	Fire Management Officer
FPOFF	=	Fire Prevention Officer
HELTK	=	Helitack Supervisor/Crewperson
LOOK	=	Fire Lookout

MNTR	=	Prescribed Natural Fire Monitor
PFS	=	Prescribed Fire Specialist
PFT	=	Prescribed Fire Technician
PREV	=	Fire Prevention Technician
WFS	=	Wildfire Specialist

Once a position has been chosen for updating, the program will position the cursor in the "*STP*" column, and by pressing the <ENTER> key the cursor will travel to the right, to the "*PCNT*" column. **These are the only two data columns that can be manipulated in this screen.**

The following explains the various data fields:

GS LVL STP: The only part of this data that can be changed by the user is the **step** level. The **grade** level would need to be changed by FIREPRO program management staff in Boise via the *1GBB Staffing Overrides* program. All positions will initially show up as step level 1 until the unit adjusts the step upward. The unit should also make step level changes when upgrades are anticipated in the targeted fiscal year. When making changes, input a two-digit format (*e.g.,* 02 instead of 2) to ensure that the previous entry is overwritten completely.

PAY PRD: This data field is automatically filled by the program based on the analysis and management overrides. Only FIREPRO program management staff in Boise can change this information via the *1GBB Staffing Overrides* program.

NUM EMP: This data field is automatically filled by the program based on the analysis and management overrides. Only FIREPRO program management staff in Boise can change this information via the *1GBB Staffing Overrides* program.

BASE SALARY: This data field is automatically filled by the program based on the analysis and preceding data fields. Any subsequent changes made to the preceding data fields will cause the program to automatically recalculate this figure.

BENEFIT PCNT AMOUNT: The unit must enter the appropriate percentage benefits (including decimal) for the position based on appropriate local standards; the local administrative staff can provide this information. Based on the percentage input, the program will automatically calculate and input the appropriate benefit amount in dollars.

TOTAL SUPPORT: The program automatically calculates and inputs the total support dollars for the positions based on a percentage of the salary and benefits. This percentage is fixed by FIREPRO program managers in Boise via the *1GAG Supplemental Position Maintenance* program.

COLA AMOUNT: The cost of living allowance is automatically calculated and input by the program based on the *1GAC FIREPRO Park and COLA Setup* program used by FIREPRO program management staff in Boise. The percentages used were originally provided by the units for both permanent and seasonal staff COLA's. Any recent changes to local COLA's should be provided to the Boise staff by the unit so the system can be updated.

TOTAL FUNDING: The program automatically calculates and inputs the total funding to be provided for the specified positions based on the preceding data fields, consequently, this figure cannot be directly adjusted.

The FIREPRO program management staff will review and can approve these requests via the *1GBN Approve Additional Permanent Staffing Requests* program.

W for Working Titles

This part of the program allows the user the opportunity to input more specific titles, as appropriate for the listed permanent staffing (this ability is not available for seasonal staff).

Continuing with the Yosemite example, "W" was input and the screen changed to that illustrated below where a "*WORKING TITLE*" title could be input by the user to replace the analysis generated title. For example, for position number 1 the park chose to change the analysis title from "Air Operations/Equipment Technician" to "Asst Valley Captain/Cache Mgr". In the example shown below, the park modified the titles of all the listed positions. As such, the modified titles would be displayed on the final budget authorization printout that is distributed to the field. If no modification is made, the analysis generated title will show up in the printout.

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   NPS                    Regional & Park Budget Requests        PROD   21-DEC-01
   F31430-2-(GBA)       Permanent Staff Step/Benefit Allocation    MENU   12:50 PM

                                  DEAN BERG
    Unit: YOSE      YOSEMITE NATIONAL PARK                    Year: 2002
    POS    POSI-                                      GS     PAY   NUM     BASE
    NBR    TION     WORKING TITLE                 LVL STP   PRD   EMP    SALARY

      1    AOET     ASST VALLEY CAPTAIN/CACHE MGR   GS07 01   26    1    27,794
      2    ARCTH    ARCHEOLOGIST TECH/RM SUPERVISE  GS07 03   13    1    14,807
      3    CLERK    FIRE PROGRAM ASSISTANT          GS06 04   26    1    27,482
      4    DISP     FIRE DISPATCHER                 GS05 02   16    1    14,304
      5    DISP     LEAD FIRE DISPATCHER            GS05 02   26    1    23,244
      6    ECOLG    FIRE ECOLOGIST                  GS11 02   26    1    42,354
      7    ENGN1    FIRE USE ASSISTANT/CREW BOSS    GS06 03   15    1    15,390
      8    ENGN2    FUELS CREW ASSISTANT CREW BOSS  GS05 03   15    1    13,815
      9    ENGNE    VALLEY CAPTAIN                  GS07 05   18    1    21,780
     10    FCS01    ASST CAPTAIN, WAWONA            GS06 02   18    1    18,090
     11    FCS01    ASST CAPTAIN, HELITACK          GS07 02   16    1    17,648
     12    FCS01    EL PORTAL CAPTAIN               GS08 02   18    1    21,942

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                        Enter The Pos Nbr To Work With

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This ability to change titles is an option made available for the benefit of the field units in the event that analysis generated titles are confusing, or less appealing when displayed in budget printouts. There is no naming limitation on the modification, other than number of spaces available for the modified title.

GBB Additional Seasonal Staffing Request

This program allows units to:
- request additional seasonal staffing, or
- request a modification on existing seasonal staffing that has been listed on the ***Base Analysis Report (DOIF3R3006)*** which is usually distributed in mid- to late April to those NPS units that are targeted for FIREPRO support.

The following explains the data fields in this program:

POSITION: Enter either the full position title or abbreviation as described in the help screen for this field (get help screen by inputting the "?" symbol).

*Note: Only positions listed on the help screen listing will be accepted by the program. FIREPRO program management staff in Boise establishes this listing via the **1GAG Supplemental Position Maintenance** program. the position listing is for **viewing only** and as such users are not able to make list changes. An example of the help screen listing is shown below. Use the appropriate acronym from the "Position" column*

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        NPS                    Regional & Park Budget Requests      PROD  26-APR-01
        F31060-1-(GBB)         Additional Seasonal Staffing Requests MENU  02:26 PM

                                      DEAN BERG
           Fiscal Yr: 2002

              ┌─────┬──────────┬──────┬───────┬──────────────────────┐
              │ Nbr │ Position │ Ben% │ Supt% │   Position Title      │
              ├─────┼──────────┼──────┼───────┼──────────────────────┤
              │  1  │ ADMCL    │ 20.3 │  0.0  │ ADMINISTRATIVE CLERK  │
              │  2  │ ADMTK    │  8.0 │ 28.0  │ ADMIN TECH/BICY SEAS  │
              │  3  │ AFMO     │ 30.0 │ 15.0  │ ASST. FMO             │
              │  4  │ AO       │ 24.3 │  0.0  │ ADMIN OFF             │
              │  5  │ AOET2    │ 37.5 │ 25.0  │ ASST AOET/GRSM        │
              │  6  │ AOS      │ 30.0 │  0.0  │ AVIATION OPS & SAFET  │
              │  7  │ AOS1     │ 30.0 │ 15.0  │ AVIATION MGR/PWFA     │
              │  8  │ ARCH     │ 30.0 │ 15.0  │ ARCHEOLOGIST          │
              │  9  │ ARCHS    │  7.7 │  0.0  │ HZ FUEL ARCH SUPERV   │
              │ 10  │ ARCHT    │  7.7 │ 25.0  │ HZ FUEL ARCH TECH     │
              │ 11  │ ARCTH    │ 30.0 │ 25.0  │ ARCHEOLOGIST TECH     │
              │ 12  │ ASA      │  1.0 │  0.0  │ ADMIN SUPPORT ASST.   │
              └─────┴──────────┴──────┴───────┴──────────────────────┘
                                                          ┌─┬─┬─┬─┐
                                                          │^│&│!│?│
                                                          └─┴─┴─┴─┘
                     May Select Item Number to Transfer; E: Exit

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(Position Help Screen)

*Note: Hazard fuel/prescribed fire technicians (other than PNF monitors, MNTR) are requested via either the **GDC** **Hazard Fuels Overhead Estimate**, or **GEC** **Res. Mgt. Overhead Estimate** programs.*

GS LVL: Enter the grade level of the positions requested. The program will calculate the salary based on the step 1 level. If requesting more than one grade level for a particular position (*e.g.,* Firefighter), each grade level will need to be input as a separate line item in order to segregate the grades (*e.g.,* Firefighter GS-4; Firefighter GS-5; etc.).

PAY PRD: Enter the number of pay periods for employment (from 1 to 26). Some examples:
- If you wanted 2 GS-5 Firefighters to work 6 pay periods each, enter "6" (do not enter 12, since the cumulative total is automatically calculated by the program).
- If you wanted to hire 2 GS-4 Firefighters for 4 and 6 pay periods respectively, you would need to input them as separate line items showing 4 and 6 pay periods respectively.

NUM EMP: Enter the number of employees being requested, or existing employees to be manipulated.

JUSTIFICATION SCREEN: After the preceding data fields are input the program will provide a narrative screen where the user should enter a thorough and concise explanation and need for the request. This is also the opportunity to explain how this request relates to already existing seasonal positions, for example, *"...this request for 2 pay periods for the GS-4 Firefighter would effectively extend the tour of duty of our*

seasonal from 7 to 9 pay periods…"; the narrative should also explain why this is needed. Much thought should go into the preparation of these narratives since they will affect the outcome of the approval process.

Once the narrative is complete, press the <ENTER> key twice on two blank lines to exit. The program will then prompt you through the process of accepting the narrative before moving back to the staffing input screen. In the staffing input screen the program will then prompt, *"DO YOU WANT TO UPDATE THIS POSITION AS IT APPEARS? (Y/N):"* A "Y" reply will register the new request for consideration by FIREPRO program management staff in Boise. If you enter "N" the program will return you to the "POSITION" field and you can proceed to the field you wish to change by pressing the ENTER key until the cursor has highlighted the field for change. If you want to delete the entire line press either the "&" or "!" key followed by the <ENTER> key.

BASE SALARY: This data field is automatically filled by the program based on the analysis and preceding data fields. Any subsequent changes made to the preceding data fields will cause the program to automatically recalculate this figure.

COLA AMOUNT: The cost of living allowance is automatically calculated and input by the program based on the *1GAC FIREPRO Park and COLA Setup* program used by FIREPRO program management staff in Boise. The percentages used were originally provided by the units for both permanent and seasonal staff COLA's. Any recent changes to local COLA's should be provided to the Boise staff by the unit so the system can be updated.

BENEFIT AMOUNT: The program will automatically calculate and input the appropriate benefit amount in dollars.

TOTAL SUPPORT: The program automatically calculates and inputs the total support dollars for the positions based on a percentage of the salary and benefits. This percentage is fixed by FIREPRO program managers in Boise via the *1GAG Supplemental Position Maintenance* program.

TOTAL FUNDING: The program automatically calculates and inputs the total funding to be provided for the specified positions based on the preceding data fields, consequently, this figure cannot be directly adjusted.

The FIREPRO program management staff will review and can approve these position requests via the *1GBD Approve Seasonal Staffing Requests* program.

GBC Support Funding Allocation and Request


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│                                                                           │
│    NPS                    Regional & Park Budget Requests    PROD  09-APR-01│
│    F31610-1-(GBC)        Support Funding Allocation and Request  MENU  10:26 AM│
│                                                                           │
│                              DEAN BERG                                    │
│    Unit: GRTE    GRAND TETON NATIONAL PARK              Year: 2002        │
│                                              BASE   ADDITIONAL   APPROVED │
│       TRAINING......................  1.       0        0          0      │
│       ARDUOUS DUTY PHYSICALS.........  2.       0        0          0     │
│       PERSONAL PROTECTIVE EQUIPMENT..  3.       0        0          0     │
│       TRAVEL........................  4.       0        0          0      │
│       COMMUNICATIONS, UTILITIES......  5.       0        0          0     │
│       VEHICLES:  DOI................  6.       0        0          0      │
│                  GSA................  7.       0        0          0      │
│                  WCF................          934                         │
│       SUPPLIES/MATERIALS/CACHE.......  8.       0        0          0     │
│       AREA CACHE....................  9.       0        0          0      │
│       PREMIUM PAY & LUMP SUM......... 10.       0        0          0     │
│       FACILITIES CONSTRUCTION....... 11.       0        0          0      │
│       OTHER........................ 12.       0        0          0       │
│                        BREAK-OUT TOTAL:       934       0          0      │
│              BASE SUPPORT ALLOCATED:      103,504                         │
│                      KEY ITEM # 1-12                          |&|!|?|     │
│                      Enter Number To Work With                            │
│                                                                           │
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Data summary screen

Enter the fiscal year (**YEAR**) and four-letter alpha code (**UNIT**) for the targeted unit and budget year to activate this program. <mark>Items previously requested under the now non-existent "Capital Equipment Less Than $1,500" program will fit into the various categories in this program.</mark>

The ***Base Analysis Report (DOIF3R3006)***, which is distributed in mid-April to early May to FIREPRO-funded park and regional units, will identify programmed support funding based on both permanent and seasonal positions. This figure will be displayed in this data summary screen under the category "**BASE SUPPORT ALLOCATED**" ($103,504 in the above example). During the annual budget call park and regional units will be required to distribute this sum of money amongst the program elements (#1 through 11) as illustrated in the screen image above. Distribution of the funds amongst these categories by the unit is meant to illustrate the general direction that the program manager intends to use this funding source. It is understood that this could change as the need arises during the fiscal year. As the unit inputs dollar amounts under items 1 through 11, the program will automatically calculate the cumulative total in the field labeled "**BREAK-OUT TOTAL**". The unit should try to match the two figures "**BASE SUPPORT ALLOCATED**" and "**BREAK-OUT TOTAL**" much as you would attempt to balance a checkbook.

Enter the line item number (1 through 12) for the specific category you want to work with. Once these fields are filled the program will then display a current data input screen showing any previous input made by the unit. In the case of the above displayed

example, you will notice that the park has made no previous entries in the numbered input fields. However, an automatic WCF charge of $934 in this example does show up. A figure ($103,504) has also automatically been loaded in the "**BASE SUPPORT ALLOCATED**" field by a recent FIREPRO analysis.

Enter the line item number (1 through 12) for the specific category you want to work with. When you input an item number, followed by pressing the <ENTER> key, the program will then display a data entry screen for the specific item category selected, as shown below for "**BASE PHYSICALS**". The program will provide you with two input options, either enter "**B**" or "**A**":

> **B – New Base**, this allows you to enter the amount of base support funds that you intend to budget for this category;

> **A – New Addition**, this allows you to indicate additional support funding needs.

If the allocated support funding ("**BASE SUPPORT ALLOCATED**") is inadequate to cover anticipated program costs for the target fiscal year, using the "**A**" input option will allow for input of additional funding requests.

> *NOTE:* You will not be allowed to enter an additional funding request for training, because additional training funds must be requested via the ***GFA*** menu.

Each line request for base or additional funding will transport the user to a justification/narrative screen where a clear and concise narrative describing the need **must** be provided. Failure to provide any narrative will automatically reject the funding request. Failure to provide a clear justification can significantly undermine the chances of obtaining approved additional funding, particularly in competition with other requests under limited available funding.

Data input screen

Once you are into the data input screen as shown above, the program will provide the prompt "*ENTER NUMBER TO CHANGE, B – NEW BASE, A - NEWADDITIONNAL*". The following should be considered before making any entries:

- Do not lump requests together within each category. List each requested item within a category individually as separate line item entries on the data input screen. The reason for this is so that those reviewing and authorizing the requests will have a better idea of the individual costs and in situations where only partial funding is possible, it will be clearer to the requesting unit what specifically the approved funds are for.
- For example, if cell phones, radios and electric utility expense requests are being submitted under item #5 **COMMUNICATIONS**, **UTILITIES,** input each individually as three separate line items. The program will then total the three line items and display that total on the data summary screen.
- Do not submit duplicate requests. For example, make sure that another unit (park, regional office, etc.) isn't submitting the same request.
- Do not request support in a piece-meal fashion. Confusion has occurred in the past when a regional office and a park each requested portions of the total cost for the same item. Determine ahead of time which unit is the most appropriate to request and then administer the funding, and that should be the unit that routinely makes the request from year to year. This may or may not be the primary contact for the cooperator.
- If you chose the option **NUMBER TO CHANGE**, you will have the opportunity to either change of delete the line item.

The following describes the listed categories:

TRAINING: Money that the unit intends to use in reaching wildland fire training targets for the fiscal year. This could include cost of sending people to training sessions as well as putting on local training sessions (supplies, materials, travel for trainees and/or instructors, room rental, etc.). Park units should **not** include expenses that will be covered by a Regional or National FIREPRO account.

- Data field 1, for additional funding requests, is locked to prevent such requests for training dollars. Any requests beyond what the unit can support must be submitted using the *GFA Training Requests Entry* program.

ARDUOUS DUTY PHYSICALS: Park and regional units will enter the estimated cost for the firefighter medical exams to be funded during the targeted fiscal year.

- Guidance for spending FIREPRO funds (for who, and how much) can be found in *Reference Manual 18 for Wildland Fire Management*.
- The narrative for additional funding (item #2) must identify who specifically will be funded in the target fiscal year. It would also be helpful to know what roll these employees play in local fire operations and/or mobilizations, in the event that funding is limited and inadequate to cover all additional funding requests.

PERSONAL PROTECTIVE EQUIPMENT: Enter the anticipated amount to be spent on purchase of PPE for individual issue and for upgrading cache stocking levels or replacements. This would include purchase of firefighter boots for individuals.

- Guidance for spending FIREPRO funds can be found in *Reference Manual 18 for Wildland Fire Management*.
- Wherever possible and feasible, PPE lost, or damaged/destroyed on incidents should be replaced at the expense of the incident account instead of using this process.
- The narrative for additional funds (item #3) should indicate how much money is needed, for what, and a justification that puts the need into some perspective for the reviewer.

TRAVEL: Enter the anticipated travel expenses for wildland fire management related travel, for example:

- Attendance at meetings and participate in work groups.
- Travel to seminars and professional conferences not covered under "**TRAINING**".
- Travel to obtain equipment and/or supplies, or associated in some way with a purchase action.

Routine day-to-day in-park travel would **not** be included here, but instead might be reflected within the context of items #6 and 7, vehicle expenses.

Do not request funding for travel that will be covered by other sources; some examples:

- Regional or National FIREPRO accounts.
- Interagency cooperators.
- Travel associated with funded training.
- Travel associated with assignments on wildland fire incidents/operations.

The narrative for additional funds should indicate how much money is needed, for what and whom, and a justification that puts the need into some perspective for the reviewer.

COMMUNICATIONS, UTILITIES: Enter the anticipated communications and utility expenses for wildland fire management facilities and use; some examples might include:

- Facilities such as caches, offices, lookouts and fire stations.
- Telephone installation, activation, and service.
- Rental of equipment and/or contracted services (*e.g.,* pagers, cell phones, radio equipment, etc.).
- Electrical service installation, activation, and service.

The narrative for additional funds should indicate how much additional money is needed and what for, and a justification that puts the need into some perspective for the reviewer.

VEHICLES: Enter the anticipated expense for vehicles, Department of the Interior-owned (DOI, item #6) or GSA rental (item #7) that will be used in wildland fire management operations. Some considerations in allocating or requesting additional funding should include:

- Seasonal rentals should be limited to the actual seasonal need for transportation. Rental vehicles shared with, or used by other divisions during the "off-season" should be cost-shared in a percentage based on the amount of anticipated wildland fire operations use.
- It may be necessary to pay rental fees during the off-season, when the vehicle is not in use, in order to ensure that it will be available next season.

The narrative for additional funds should indicate how much additional money is needed and what for, and a justification that puts the need into some perspective for the reviewer.

<u>WCF</u>: This data field is loaded automatically with information that FIREPRO program managers have input to the ***1GHC Working Capital Fund Setup*** program. The dollar figure displayed represents the annual fixed ownership rate (FOR), or amortization payment, that the park is being charged for an engine or water tender that the Working Capital Fund (WCF) has already purchased for the park. In the Grand Teton example pictured on page 9 you will see where that park was assessed $934 from their support funding based on WCF purchased engines or tenders in their inventory.

The specifics of any charges associated with this data field will be spelled out in the ***Funding Requests Report*** (***DOIF3R8000***) which can be obtained through the ***GCA FIREPRO Funding Requests Report*** program.

<u>SUPPLIES/MATERIALS/CACHE</u>: Enter the estimated amount to be spent on routine supply and materials purchases (including capital equipment under $1,500), and maintaining caches, or bringing caches up to targeted initial attack stocking levels, plus furnishings and storage of cache items.

Note: Operations and project accounts should be used to <u>replace</u> supplies and materials <u>worn out</u>, <u>damaged</u>, <u>lost</u>, or <u>destroyed</u> on the incident.

The narrative for additional funds (item #8) should provide a clear picture of what the additional funds are needed for, and why. In other words, while the dollar figure proposed under item #8 may include specific items or represent a more generic contingency for anticipated needs, the dollar request under item #8 should be backed up by more specific justification rather than being written off as an unspecified slush fund.

<u>AREA CACHE</u>: Only designated Area Fire Management Officers will use this field to enter the amount of support allocation that they intend to use in maintaining or establishing caches in the smaller non-FIREPRO parks where they provide oversight and support.

Note: To be recognized within the context of the Area FMO concept, there must be a formal agreement between the non-FIREPRO park and the FMO's duty park for park cluster services and support. If this agreement is lacking, then the oversight and support of these non-FIREPRO parks falls within the responsibility of the servicing Regional Fire Management Office. Regardless of how this plays out, please ensure that both the Region and Area FMO's are not submitting duplicate requests.

The narrative for additional funds should provide a clear picture of what additional funds are needed for, what will be purchased and why, and for what park.

PREMIUM PAY & LUMP SUM: Enter the anticipated non-emergency premium pay and the lump sum annual leave payments for FIREPRO staff.

Note: Premium pay associated with emergencies and project work would not be included under this category since the benefiting account would be expected to absorb that expense.

The narrative for additional funds should provide a clear picture of what additional funds are needed for.

FACILITIES CONSTRUCTION: This category is established for those parks that are targeted for receiving "Deferred Maintenance" funding for this fiscal year. **This category is not a true request category under support funding**. Instead, it was created as a means to provide the Boise office the opportunity or place where the funding can be authorized so that it shows up in your final budget authorization report printout.

The Capital Equipment/Facilities Specialist in Boise will input the anticipated (or known) amount of facilities funding for each park, where appropriate under the "Additional" column for line item #11.

This category is <u>not meant for park or region input or manipulation</u>. The intent for the field is limited to <u>read-only</u> point of reference.

Field users should bring any errors or questions to the attention of the Boise office.

Additional Deferred Maintenance funding requests can only be made via the "Project Information Management System" (PIMS) on the Internet.

OTHER: This category was added to cover whatever doesn't fit into the preceding line items, or anywhere else in the automated FIREPRO budget request system. Because this is a convenient catchall, it will be critical to break out the various individual expenses when more than one issue or item is being requested in this category. Some possible examples for items that could fit this category are:

- Various types of exercise equipment
- Utility and other types of trailers
- RAWS accessories, sensors, etc.
- Hygrothermograph and other manual weather station supplies
- Optimizer
- Light-bar and siren packages
- Digital cameras and associated software, video cameras
- Monitoring equipment
- Office equipment, fax, furniture etc.
- Equipment/accessories for new engines, etc.
- GPS units
- Binoculars
- Aerial photo imagery

The FIREPRO program management staff will review and can approve these requests via the *1GBE Approve Support Requests* program.

GBE Accountable Property over $1,500/Item

This program allows the NPS unit to request accountable property purchases that will cost **more than $1,500 per item.** The old program for requesting *capital equipment less than $1,500* was removed starting with the FY2001 budget call (those items would now be requested in the **GBC** program.

Accountable property is defined in NPS property guidelines as "*Property for which accountability or property control records are maintained and which may or may not be charged to a general ledger account. Accountable property items includes the following:*

- *Capitalized property is all non-expendable property, with an acquisition cost of $5,000 and above.*
- *Non-capitalized property includes expendable and non-expendable property of which the acquisition cost is less than the $5,000 capitalization threshold.*
- *Sensitive property is property which is controlled, regardless of value, by detailed property accountability records and which is determined to be sensitive because of its high probability of theft or misuse; or misappropriation; or because it has been designated as sensitive by management.*
- *Non-expendable property has a continuing use; is not consumed in use; is of a durable nature with an expected service life of one or more years.*

To activate the program the user will first need to enter the fiscal year for which this request applies (**YEAR**) and the four-letter alpha code for the unit requesting the funding (**UNIT**). The first screen that appears (pictured above) is basically a summary listing of equipment requests. It pulls in four items of information that have been input in the primary data input screen, which is on the next page. If there are no requests on file for

the requesting unit, the data fields on this screen will be black. The summary screen shown above serves two functions:

- Presents a summary list of requests on file for the unit;
- Serves as the platform on which the unit can arrange the list in priority order, where #1 is the highest priority. The unit has two ways to establish priority rankings:
  - By inputting the requests in priority order starting with the highest.
  - By using the "P" command option, to move requests around on the list.

Once the fiscal year and unit code are input the program will provide some or all of the following options depending on whether or not a request listing exists:

"A": add an item. New item requests will take on a priority ranking score coinciding with their location on the list. For example, if this is the first item to be added to the list, it becomes the number 1 priority. If a new item added to an existing list is the forth item, then it becomes priority number 4. "<Enter>": returns the user to the previous menu.

"List Nbr": enter the number of a listed item to allow for change of the data or to delete the item requested. The program will also offer the opportunity to view the corresponding justification narrative for the selected item.

"P": prioritize item(s) in an existing list. When this action is taken, the program will then ask the user *"Enter Number Of The Item You Wish To Move"*. Once the number is entered, the program will state *"Enter The Item Number Where You Want To Move It To". "*. If you decided you wanted to move item number 6 to the first priority you'd input "1" and the program will move number 6 to the first position and shift all the rest of the lines down one notch. This is the user's opportunity to show reviewers what the priority ranking of the listed items is in terms of the unit's needs. Lists being reviewed in Boise will be presumed to be in priority order.

When the **"Add"** or **"Change/Delete"** options in this program are selected, the program will present a second data entry screen which is actually the core of this database. The following screen display and commands describe the type of information that is necessary to establish a complete request.
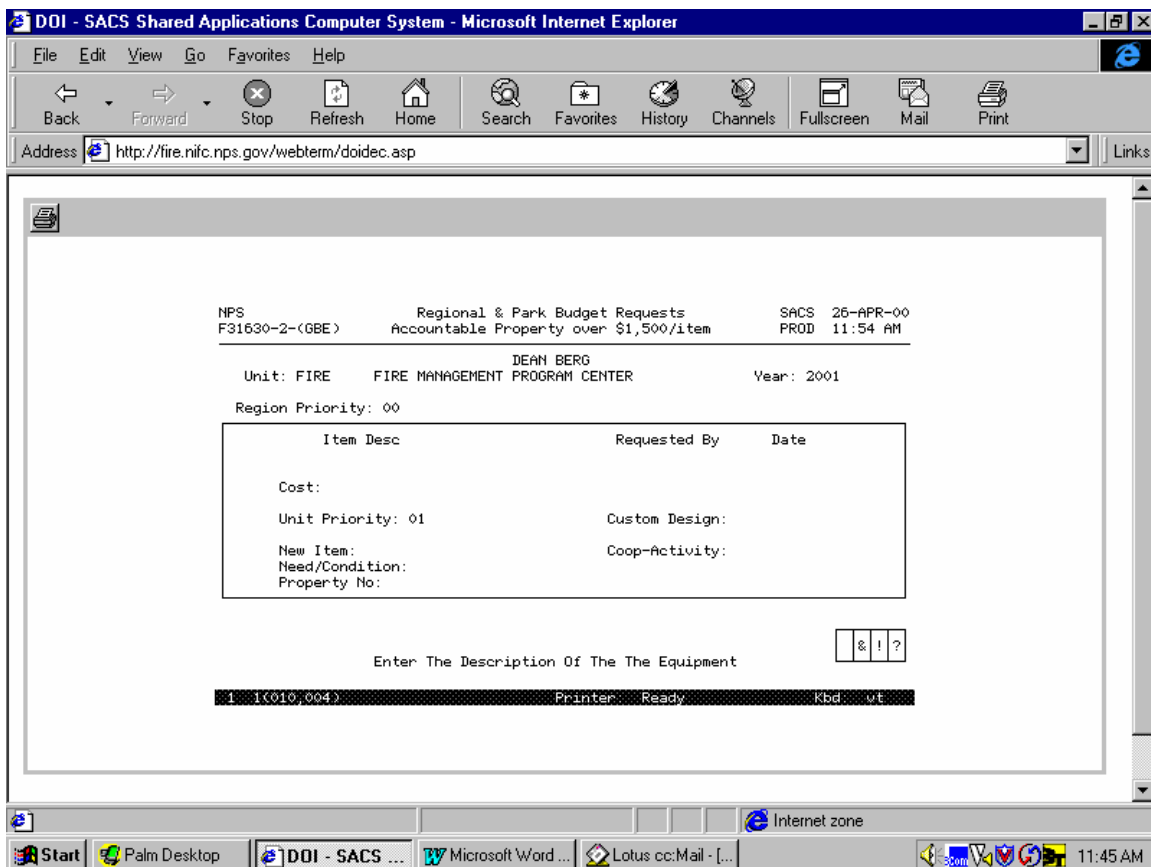
ITEM DESC: The description of the item to be purchased should be brief, but must clearly indicate what the item is (no more than 40 spaces are available). Model number, capacities, GVWR, class, or other descriptors should be used to give a clear picture of the item.

REQUESTED BY: Fourteen spaces are available to spell out the name of the requesting person. This information may be helpful later if additional information is needed by the Boise office.

DATE: Press the <ENTER> key and the program will automatically enter the current date; or enter the date you wish using the format MM/DD/YY.

COST: Enter the estimated or actual cost in whole dollar values (no decimals).

UNIT PRIORITY: This is not an input field, but instead will automatically indicate where this item will fall within an already established listing. The number in this field will change to coincide with any adjustments made later in priority ranking in the summary screen as discussed previously.

NEW ITEM: Is this a new addition to your inventory, or is it a replacement or upgrade for something that is already in your inventory? Answer yes (Y) or no (N).

NEED/CONDITION: Is the need critical (C) or is it an enhancement (E)?
- Critical = item is critical to the fire program success; program cannot be executed without this item.

- Enhancement = item will enhance current fire management program but program would proceed without the purchase.

Use the following letter codes to describe condition of items to be replaced, if applicable:
   "R" = Repair; item is serviceable but needs some repair.
   "S" = Serviceable; item is currently in the inventory and is serviceable.
   "N" = Non-serviceable; item is non-serviceable, or unrepairable.
   "M" = Major Repair; item may/may not be operable, would still meet program needs if major repairs are completed.

PROPERTY NUMBER: Enter the property number of the item to be replaced. If this is not applicable, press the <ENTER> key to move on to the next data field.

CUSTOM DESIGN: Yes or no reply.
   Yes = custom design; item is unique and custom design is needed.
   No = standard factory item; item is off-the-shelf with factory.

COOP-ACTIVITY: Three responses are available (N, C, or A).
   "N" = not necessary; item is not necessary to meet cooperative activities.
   "C" = critical; item is specifically identified in a written agreement and is critical to meeting the terms of the agreement.
   "A" = assist; item would assist the requesting unit in meeting written cooperative agreements, but is not specifically mentioned in the agreement.

After the fields in the data input screen are completed, the program will move the user into a third screen where a narrative **JUSTIFICATION** is required. Program prompts will also offer the user the opportunity to change or add text to existing narratives in this screen. This is a critical part of the request process where the requesting unit must clearly demonstrate the need for the purchase and further explain the data fields that make up the request.

Upon exiting the justification screen the user will be prompted by the program *"**Do You Want To Update The Item As It Appears, Y/N?**"*. A "no" response will return the user to the first line of the data entry screen for editing (use the <ENTER> key to pass through data fields until you arrive at the field you want to change). A "yes" response will return the user to the summary listing screen. From there the procedures described above can be repeated, or use the <ENTER> or the "!" symbol key to exit to the previous menu.

The FIREPRO program management staff will review and can approve these requests via the *1GBG Approve Accountable Property Requests* program.

GBF Aircraft Requests

In this program parks or regional offices will identify the terms of any existing or proposed aircraft contract. To activate the program the user will need to input the fiscal year for consideration (**YEAR**) and four-letter alpha code for the NPS unit that will be administering the contract (**UNIT**). Do not enter interagency fairshare contracts that will be administered by another agency in this program.

The program will require inputs to the following data fields:

AIRCRAFT DESCRIPTION: Input a brief description of the aircraft (make/model, contractor name is optional). There are 25 spaces available for this.

TYPE: Enter the proper letter code for the type of aircraft where "**R**" = rotor winged aircraft; or "**F**" = fixed wing aircraft

HR/DAY: Enter the proper letter code to indicate what the contract is based on where "**H**" = hours, or "**D**" = daily availability.

QUANTITY: List the number of hours or days guaranteed by FIREPRO. Do not list hours/days covered by ONPS or other special programs such as SAR or law enforcement.

RATE: Enter the daily or hourly rate in whole dollars.

TOTAL: This data field will be automatically filled by a program calculation based on your input to the two preceding data fields.

HOURLY ADD-ON RATE: Enter the rate to be charged for additional usage. You can enter the hourly flight time rate for daily availability contracts in this field.

A **JUSTIFICATION** screen will come up after each line entry is made. A narrative justification *is required*. The program will not allow you to save or update records without the justification. Program prompts will offer the user the opportunity to change or add text to existing narratives on the screen. These narratives should provide reviewers with a clear understanding for the need and significance of the request and should document any involvement (cost share or otherwise) of other agencies or divisions in the use of this aircraft.

Follow on-screen program prompts for proper saving and updating of requests. Failure to do so will end up in the rejection or loss of request data.

The FIREPRO program management staff will review and can approve these requests via the *1GBH Approve Aircraft Operations Requests* program.

GBG Budget Item Requests
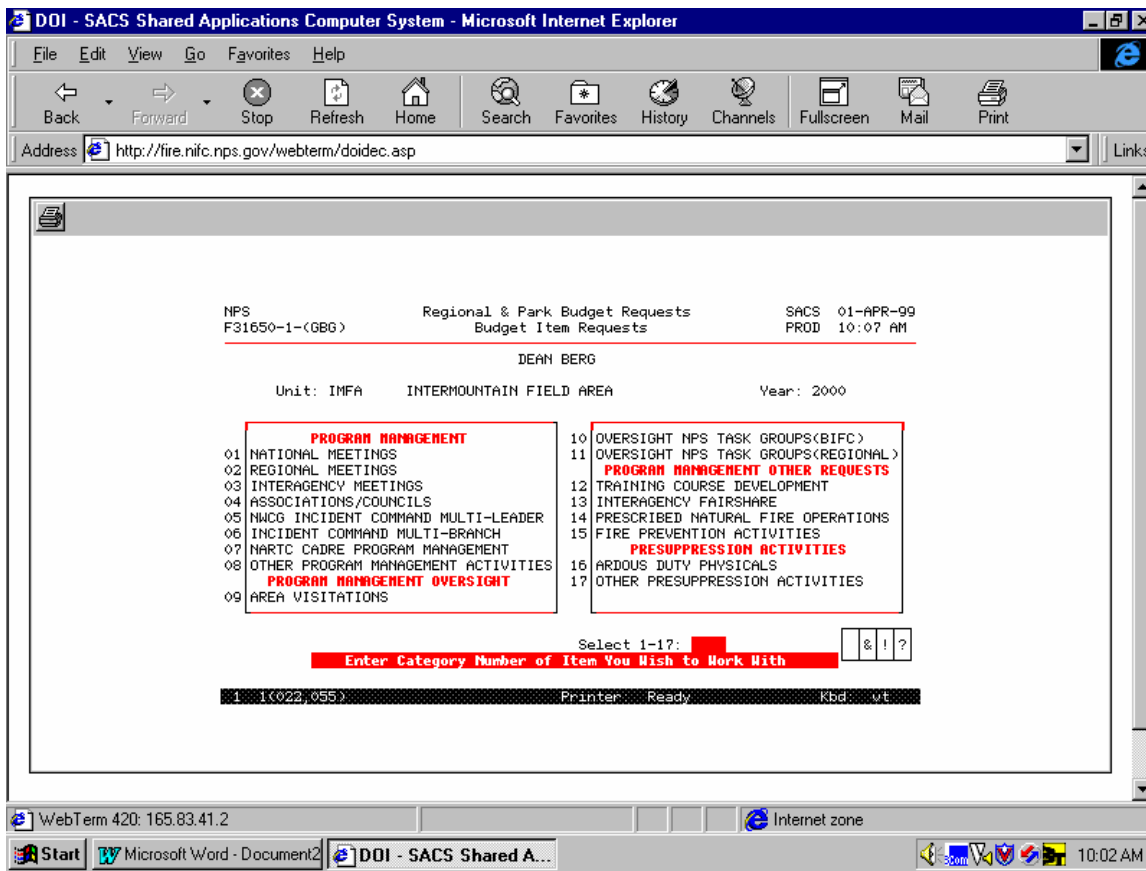
(Regional Office Input Screen Pictured Above)

This program allows the Regional Fire Management Offices and the Fire Management Program Center (FMPC) staff the opportunity to request funding to support the various activities that occur at these organizational levels. These requests may also include regional or national level funding to cover park staff details to meetings, task groups, etc. In order to activate the program for data input, the user will need to input the fiscal year for the request (**YEAR**) and the four letter alpha code for the unit (**UNIT**). The program will require a name entry (first name initial + full last name) after the unit designator (FIRE) has been input. The Regional (pictured above) and National input screen differ in that the National screen has more categories available (22 versus 17).

As you can see in the screen display above, each listed activity is lumped under an appropriate functional category (*e.g.,* PROGRAM MANAGEMENT). This in turn helps the automated system to lump approved funding requests under an appropriate corresponding account in the final budget authorization reports that are distributed to the appropriate offices and individuals.

To input funding requests for a particular category, input the number located to the left of the category title. A request input screen for the selected category (see example below) will then be displayed.

1/7/03

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DOIDec - ThinTerm                                              _ □ X
File  Edit  Session  Help

🖶

       NPS                  Regional & Park Budget Requests      PROD  09-APR-01
       F31650-2-(GBG)             Budget Item Requests           MENU  01:54 PM
      ─────────────────────────────────────────────────────────────────────
                                    DEAN BERG
              Unit: IMRO    Intermountain Regional Office        Year: 2002

           ┌─────┬───────────────────────────────────┬──────────┬──────────┐
           │ NBR │ NATIONAL MEETINGS                  │   COST   │ APPROVED │
           │     │                                    │          │          │
           │     │                                    │          │          │
           │     │                                    │          │          │
           │     │                                    │          │          │
           │     │                                    │          │          │
           │     │                                    ├──────────┼──────────┤
           │     │                    SCREEN TOTAL    │        0 │        0 │
           │     │                    CATEGORY TOTAL  │        0 │        0 │
           └─────┴───────────────────────────────────┴──────────┴──────────┘
        NO OUTSTANDING REQUESTS                                      │&│!│?│
           ▐ Enter NBR;A:Add;E:Exit;RETURN for Main List ▌

         1  1(022,046)                    Printer:  Ready          Kbd:  vt

 Start    Palm Desktop   Lotus cc:Mail ...  DOIDec - Th...  Microsoft Wo...        2:01 PM
```

(Request Input Screen)

The program will provide two primary input options:

- **Enter NBR** allows the user to work with a line item that has already been entered. The options made available include to change, delete, or view/work with the justification
- **A: Add** allows you to add a new line item request.

Except where indicated with additional instructions, all of the subcategories listed below have the same input screen requiring the following two inputs for each line item:
- Description field (38 spaces available) to briefly identify what specifically is to be covered by the request.
- Cost field to identify the estimated total cost for accomplishing each line item task. The program will automatically input a comma symbol to indicate thousand dollar amounts. The program will not allow a line item to exceed $9,999,999; thus, any request exceeding that amount would need to be broken down into two line items.

All requests input to the system will require an explanatory narrative in the JUSTIFICATION screen. Input the letter "J" after each line item to pull up the justification screen. Use this space wisely to thoroughly explain and justify the request as well as to name those employees who will be funded to participate in the listed activity.

PROGRAM MANAGEMENT
      NATIONAL MEETINGS
      REGIONAL MEETINGS

INTERAGENCY MEETINGS
ASSOCIATIONS/COUNCILS
NWCG INCIDENT COMMAND MULTI-LEADER
INCIDENT COMMAND MULTI-BRANCH
NARTC CADRE PROGRAM MANAGEMENT
OTHER PROGRAM MANAGEMENT ACTIVITIES
CONTRACTS (*National office only*)
SUPPLIES AND MATERIALS (*National office only*)

- *Requires description, quantity and total cost for line item request*

RESEARCH (*National office only*)

PROGRAM MANAGEMENT OVERSIGHT

AREA VISITATIONS
OVERSIGHT NPS TASK GROUPS (NIFC)
OVERSIGHT NPS TASK GROUPS (REGIONAL)

PROGRAM MANAGEMENT OTHER REQUESTS

TRAINING COURSE DEVELOPMENT
INTERAGENCY FAIRSHARE

- *Requires description, total shared cost of the fairshare item and the percentage of the total cost of the program that the NPS is responsible for.*
- *The program will automatically calculate and input a figure for the "NPS SHARE" that is requested.*

PRESCRIBED NATURAL FIRE OPERATIONS
FIRE PREVENTION ACTIVITIES

PRESUPPRESSION ACTIVITIES

ARDUOUS DUTY PHYSICALS
OTHER PRESUPPRESSION ACTIVITIES
TRAINING COURSES SPONSORED (*National office only*)
EMPLOYEE TRAINING (*National office only*)

- *Requires description of training, quantity and total cost for each item.*

CAPITAL EQUIPMENT (*National office only*)

- *Requires description, quantity and total cost for line item request*

HOTSHOT CREWS (*National office only*)

The FIREPRO program management staff will review and can approve these requests via the ***1GBI Approve Budget Item Requests*** program.

GBH Regional Requests for Park Fire Caches

This program allows regions to request funding for fire caches and personal protective equipment for parks that are not base funded by FIREPRO. This should not include those parks already served by an Area Fire Management Officer in a FIREPRO park.

To activate the program the user will first need to enter the fiscal year for which this request applies (**YEAR**) and the four-letter alpha code for the regional office requesting the funding (**REGION**).

Next the program will provide a listing of all parks that occur within the region's area of responsibility as shown in the example above. If the parks listing is more than one screen (as indicated by the "**MORE DATA**" message at the bottom of the screen, you can move to the next screen by pressing the <ENTER> key.

The user will then have the opportunity to choose whichever park to work with by inputting the appropriate alpha code in the **UNIT** data field. After this is done the program will highlight that park in the listing and allow the user to enter a whole dollar figure (no decimal points) for their request. As each park request is entered the program will automatically add up the cumulative totals and display the figure at the bottom of the screen in the field labeled "**TOT REQUESTED**".

To exit the program either press the <ENTER> key on a blank "**UNIT**" data field or press the "!" symbol key to exit to the previous menu screen.

The FIREPRO program management staff will review and can approve these requests via the *1GBJ Approve Fire Cache Requests* program.

This program is accessible only to regional and national level users and allows the regional office fire staff to review both park and regional office capitalized equipment requests generated by the **GBE Accountable Property Requests (Over $1,500/item)** program.

Note: the Region's Fire Management Officer should do the final review and regional priority setting.

Review should ensure that all submissions are correct and completely filled out, including justification statements. Special attention should be given to ensure that requests are realistic and that they are appropriate to the requesting unit's needs. Also ensure that the items are primarily to support the unit's wildland fire management program. In the event that items are to be used by other divisions, or that probability exists, realistic cost-shares between the benefiting programs should be factored into the requested amount.

To activate the program the user will first need to enter the fiscal year for which this request applies (**YEAR**) and the four-letter alpha code for the regional office requesting the funding (**UNIT**). The program will then create a listing of requests sorted in alphabetical order for the units within the region, including regional office requests. Within each unit (park or regional office) grouping, the items will be listed in the priority ranking set by those units.

This program allows the reviewer to view both the data input and justification screens for each item requested. The option is available to the reviewer to provide additional narratives in the justifications to either support or validate the importance of the request.

The following fields will require input from the regional office for each line item:

REVIEWED BY: Name of the reviewing regional employee who is establishing the regional priority ranking.

ITEM VALUE: Input "**L**", "**M**", or "**H**" (Low, Medium, or High) to describe the value of this item to the requesting unit's fire program. This is basically getting a second opinion on the level of need for the requested item. This is admittedly very subjective.

REPL PGM: Is this item listed in the Regional Equipment Replacement Program? Answer yes "**Y**" or no "**N**".

REG PRIORITY: Assign a regional priority ranking for each listed item using 1 for the highest. Assigning the same ranking number to more than one item creates confusion and should be avoided. If the region is not supportive of the request enter "**00**" as the priority ranking and the item will be passed over in the budget allocation process.

The program automatically fills two of the displayed data fields based on requesting unit inputs to the *GBE Accountable Property Requests (Over $1,500/item)* program:

TOT SCORE: This score is a mathematical calculation based on how the requested item was described in the data input screen by the requesting unit. It is provided simply as a means of illustrating the relative importance/significance of the item based on how high the score is.

UNIT PRIORITY: This is the priority ranking input by the requesting unit in relation to all requests from the unit.

GBJ Additional Permanent Staffing Requests

This program provides parks and regional offices the opportunity to request permanent staffing positions beyond what FIREPRO is already providing.

To activate the program the user will first need to enter the fiscal year for which this request applies (**YEAR**) and the four-letter alpha code for the park or regional office requesting the additional permanent staffing (**UNIT**).

The following fields are explained for clarification, and some will require input from the requesting office for each line item:

POSITION: Enter the correct acronym for the position being requested (*e.g.,* "AO" = Administrative Officer). When in doubt call up a reference help screen by inputting the "?" symbol followed by pressing the <ENTER> key.

*Note: Only positions listed on the help screen listing will be accepted by the program. FIREPRO program management staff in Boise establishes this listing via the **1GAG Supplemental Position Maintenance** program. The position listing is for **viewing only** and as such users are not able to make list changes. An example of the help screen listing is shown below. Use the appropriate acronym from the "Position" column.*

(Position Help Screen)

TYP: Enter "**P**" (Permanent), "**F**" (Furlough), or "**T**" (Term).

GS LVL STP: The program will require the user to input both a GS grade (1-14) and step level (1-10) for the position(s).

PAY PRD: The program will require the user to input the number of pay periods for the position(s) (1-26), but will automatically place a "*" symbol in this data field if the position type is listed as Term.

Note: a screen display and accompanying instructions on the next page will serve to illustrate how the program deals with Term employees and their calculated pay periods.

NUM EMP: Enter the number of employees being requested for this position.

BENEFIT PCNT AMOUNT: Enter the appropriate percentage benefits (including decimals) for the position based on appropriate local standards; the local administrative staff can provide this information. Based on the percentage input, the program will automatically calculate and input the appropriate benefit amount in dollars after some additional information is provided elsewhere in the program.

Note: after the percentage is input for permanent and furlough positions, the program will move the user into a **JUSTIFICATION** *screen which will require a concise narrative explaining the need for this staffing and how it will integrate and augment the current staffing. Once the narrative has been provided and the user exits/saves the justification, the program will automatically fill in the benefit amount of dollars and the following data fields.*

TOTAL SUPPORT: The program automatically calculates and inputs the total support dollars for the positions based on a percentage of the salary and benefits. This percentage is fixed by FIREPRO program managers in Boise via the *1GAG Supplemental Position Maintenance* program.

COLA AMOUNT: The cost of living allowance is automatically calculated and input by the program based on the *1GAC FIREPRO Park and COLA Setup* program used by FIREPRO program management staff in Boise. The percentages used were originally provided by the units for both permanent and seasonal staff COLA's. Any recent changes to local COLA's should be provided to the Boise staff by the unit so the system can be updated.

TOTAL FUNDING: The program automatically calculates and inputs the total funding to be provided for the specified positions based on the preceding data fields, consequently, this figure cannot be directly adjusted.

Data screen for establishing Term employee pay periods.

Once the user has input the **BENEFIT PCNT** amount in the main request screen, the program will move on to the above screen to facilitate identifying the number of pay periods for Term employees being requested. In the example above, a Term ENGNE (Engine Foreman/Crewmember), GS-7/10 had been input in the main request screen and that information has been automatically carried into this work screen.

The user will be required to enter a **START DATE** and an **END DATE** in the format **DD-MMM-YYYY** (*e.g.,* 10-Jun-1999), keeping in mind that the dates used should be consistent with the fiscal year employment window. After these two dates are entered the

program will automatically calculate the number of pay periods and the calculated requested funding on the right side of the screen.

Note: Don't be confused by the (PP01) and (PP02) markers that will appear to the right of the starting and ending dates. These do not indicate the pay period that these dates actually fall into, they simply identify the first and second date entered in the program.

The program will then prompt the user to "**Press RETURN to accept, or & to change dates.**" If you press the "&" key followed by <ENTER>, the program will return the cursor to the start date field for revision. If you want to leave it as is simply press the <ENTER> key and the cursor will travel to the end date field for your change. If you accept the dates by pressing the <ENTER> key, the program will then move to the **JUSTIFICATION** screen which will require a concise narrative explaining the need for this staffing and how it will integrate and augment the current staffing. Once the narrative has been provided and the user exits/saves the justification, the program will automatically fill in the blank fields in the main request screen that was displayed first.

The FIREPRO program management staff will review and can approve these requests via the **1GBN** *Approve Additional Permanent Staff Requests* program.

GBK Interagency Fairshare Requests

NPS   Regional & Park Budget Requests   SACS 02-JUN-00
F31680-1-(GBK)   Interagency Fairshare Requests   PROD 07:18 AM

                              DEAN BERG
        Unit: Year:

NBR	UNIT	REQUEST TITLE	COST	NPS %	NPS SHARE	APPROVED
		SCREEN TOTAL				
		CATEGORY TOTAL				

Enter the FIREPRO (Fiscal) year you want to work with

1 1(005,069)   Printer: Ready   Kbd: vt

Start   Palm Desktop   Microsoft Word - gbm...   Lotus cc:Mail - [Mailbo...   DOI - SACS Shar...   7:07 AM

Summary Screen

This program provides users at all organizational levels (*i.e.,* park, regional, national) the opportunity to identify interagency fairshare commitments that need continued funding support, or to request funding for new efforts. The following should be considered before making any entries:

- Do not lump fairshare requests together, list each individually as separate line item entries.
- Do not submit duplicate requests, making sure that another unit (park, regional office, etc.) isn't submitting the same request.
- Do not request support in a piece-meal fashion. Confusion has occurred in the past when a regional office and a park each requested portions of the total fairshare program needs for the same program. Determine ahead of time which unit is the most appropriate to request and then administer the funding, and that should be the unit that routinely makes the request from year to year. This may or may not be the primary contact for the cooperator.

To activate the program the user will first need to enter the fiscal year for which this request applies (**YEAR**) and the four-letter alpha code for NPS unit making the request (**UNIT**).

When you first enter this database the program will prompt you to "***ENTER NBR; A:ADD; P: PRIORITY; R:REG PRIORITY; E:EXIT; RETURN***".

ENTER NBR – enter the line number from the left hand column of any existing entry that you wish to work with.

ADD – add a new line request.

PRIORITY – this is the requesting unit's opportunity to prioritize their line entries. A requesting unit could be a park, regional office, or national level user ("**FIRE**" unit code). More thorough explanation of the process can be found in the following pages.

REG PRIORITY – this provides the region the opportunity to priority rank requests from within their park cluster, as well as their own regional office requests. More thorough explanation of the process can be found in the following pages.

EXIT – will move the user back out to the previous menu screen.

RETURN – by pressing <ENTER> key the program will scroll through additional screens of listings where applicable. If no additional screens of data are available the cursor will return to the UNIT field where the user can input the unit code for another set of requests or request entries.

When you select the number "NBR" of an existing line item the program will then prompt you to "***ENTER C:CHANGE; D:DELETE; J:JUSTIFICATION***".

- If you chose the delete mode the program will automatically remove the line item without any offer of a second chance to consider this decision. In other words, once you input the "D" and press <ENTER> the data is gone, so think twice before taking this action.
- The exit option will return the user to the previous menu screen.
- Pressing the <ENTER> key (or "RETURN") will scroll you to additional screen displays if the list is too long for one screen. Once you've reached the last screen display for the unit, pressing the <ENTER> key will place the cursor in the "**UNIT**" data field, clearing that field for inputting a new unit request. You can exit the program either by inputting the "!" key and pressing <ENTER>, or simply continue pressing <ENTER> to back out through the "**UNIT**" and "**YEAR**" data fields until you reach the previous menu screen.
- For the change mode, the program will place the cursor in the first (left) data field of the selected line item. The cursor will line up on the right side of the column. In order to create the change you will either have to remove the current data by using the <BACKSPACE> key, or move the cursor to the left until you've reached the position where you wish to start over writing the current data with new information.
- The justification mode is discussed below.

The following fields are explained for clarification, and will require input from the requesting office for each line item:

INTERAGENCY FAIRSHARE: Since only 38 spaces are available for a brief description, use the most logical abbreviated descriptive title for this line item and *use the*

so as to avoid confusing those who do the reviewing and approval of budget requests.

COST: Enter the total cost, including the NPS portion, for this interagency fairshare program. The computer allows you to enter up to 9 numbers and will automatically insert commas/thousand dollar separators. Use only whole numbers, do not enter decimal numbers.

NPS %: Enter the percentage (either whole or decimal numbers) of the total cost that the NPS is responsible for. The program will automatically calculate the NPS-dollar share and place that figure into the next data field (**NPS SHARE**).

In some cases, as with salaries, it may be difficult to figure out the exact percentage in order to provide the correct dollar figure. In these isolated situations you can let the computer calculate the percentage for you in the following manner:

- Don't put in a percentage, instead press the <ENTER> key on this blank field and the program will automatically place "100%" in the field and move you into the next data field.
- As you do this, the program will copy the dollar figure from the **COST** data field into the **NPS SHARE** field because of the 100% entry.
- To over write this dollar amount in **NPS SHARE**, either use the <BACKSPACE> key to delete this figure, or use the cursor control key to move left to the appropriate position in the existing figure to start input of the corrected NPS dollar share figure.
- Once the corrected figure is input, and the <ENTER> key is pressed, the program will calculate and input the correct percentage figure in the **NPS %** data field based on the figure you put into the **NPS SHARE** field.

NPS SHARE: The cursor will locate at the right-most number in this field. To accept this figure press the <ENTER> key and the program will then move the user into a narrative/justification screen.

JUSTIFICATION: Each line item entry requires some justification text if the request is to be considered for approval (there have been several occasions in the past when funding requests have been passed over because there was no narrative to clearly explain and support a request). The narrative should provide specifics to identify the purpose and NPS participation and benefits from this fairshare. Provide information that sheds light on the amount of funding provided and benefits received by other participating agencies/units. Since numbers of fairshare requests are increasing, competition for limited dollars is becoming more critical, so it is this narrative that can either make or break a program in the review and approval process since previous funding approvals may not necessarily guarantee continued support in future years.

Each time you access the justification screen the program will provide the following prompt: "***ENTER LINE NBR TO CHANGE; A:ADD TEXT; F:FINISHED WITH TEXT***".

- When you enter a line number the cursor will be positioned at the start of the line and you will need to move it to the location where you want to do your changes. The program will write over existing text.
- There is no word-wrap capability, so when you reach the end of the line you will need to press the <ENTER> key to get down to the next line.
- When you're through entering your narrative press the <ENTER> key twice over blank lines to exit the input stage.
- The program will then ask you wish to save the text, requiring either a yes or no response.
- If your response is yes, the program will then ask if you are finished with the text, which will require a "F" response to move back out into the data input screen.

PRIORITY RANKING PROCESS: When you chose to priority rank requests the program will automatically provide a different screen, as shown below, for this action.

Priority Ranking Screen

PRIORITY – By entering "**P**" and pressing the <ENTER> key the requesting unit can prioritize their line entries. A requesting unit could be a park, regional, or national ("**FIRE**" unit code) level user.

- Initially, the chronological order in which the list is developed will represent the priority ranking. In other words, the item in the second line is priority #2 (see example screen above).
- If you entered your requests in your intended priority rank order, you will not need to use this option; it would only be used to establish a different priority order from how the list was originally input.
- When you change a priority of a line item the line will physically move to the new priority level you have chosen.
- When you change an item's priority ranking to a higher level, the program automatically adjusts the ranking of those that follow. For example, if the #5 priority is changed to #3, the previous #3 becomes #4, the previous #4 becomes #5, and so on.

REG PRIORITY – By entering "R" and pressing the <ENTER> key this provides the Region with the opportunity to priority rank requests from within their park cluster, as well as their own regional requests.
- When you assign a priority number it will show up in the Regional Priority column. Regional priority ranking does **not** change the physical location of the item in the listing, as does occur under the unit prioritization as discussed above.
- If no priority number is assigned in this column the program will automatically enter a zero "0" for the item and it will not be considered for funding at the National level.
- Since numerous individuals within the national office can enter requests using the "**FIRE**" unit code, there will be no priority ranking of these requests in this column. These will be incorporated into the overall service-wide priority ranking by the Fire Management Leadership Board in their annual budget meeting in September.

APPROVED: Once a funding amount is approved by the Fire Management Program Center, the funded amount will appear in this data field for the appropriate line item. The FIREPRO program management staff will review and can approve these requests via the *1GMA Approve Fairshare Requests* program.

Reports compiling information from this database can be generated via the *GCE Interagency Fairshare Request Report.*

GBL Research Requests

Summary Screen

This program provides users at all levels (*i.e.,* parks, regional offices, national) the opportunity to identify fire research needs (other than the Interagency Joint Fire Science Program/JFSP, which is not part of the FIREPRO budget request process). The following should be considered before making any entries:

- Do not lump research requests together, list each individually as separate line item entries.
- Do not submit duplicate requests, making sure that another unit (park, regional office, etc.) isn't submitting the same request.

To activate the program the user will first need to enter the fiscal year for which this request applies (__YEAR__) and the four-letter alpha code for NPS unit making the request (__UNIT__).

When you first enter this database the program will prompt you to "***ENTER NBR; A:ADD; P: PRIORITY; R:REG PRIORITY; E:EXIT; RETURN***".

__ENTER NBR__ – enter the line number from the left hand column of any existing entry that you wish to work with.

__ADD__ – add a new line request.

__PRIORITY__ – this is the requesting unit's opportunity to prioritize their line entries. A requesting unit could be a park, regional office, or national level user

("**FIRE**" unit code). More thorough explanation of the process can be found in the following pages.

REG PRIORITY – this provides the region the opportunity to priority rank requests from within their park cluster, as well as their own regional office requests. More thorough explanation of the process can be found in the following pages.

EXIT – will move the user back out to the previous menu screen.

RETURN – by pressing <ENTER> key the program will scroll through additional screens of listings where applicable. If no additional screens of data are available the cursor will return to the UNIT field where the user can input the unit code for another set of requests or request entries.

When you select the number "NBR" of an existing line item the program will then prompt you to "***ENTER C:CHANGE; D:DELETE; J:JUSTIFICATION***".

- If you chose the delete mode the program will automatically remove the line item without any offer of a second chance to consider this decision. In other words, once you input the "D" and press <ENTER> the data is gone, so think twice before taking this action.
- The exit option will return the user to the previous menu screen.
- Pressing the <ENTER> key (or "RETURN") will scroll you to additional screen displays if the list is too long for one screen. Once you've reached the last screen display for the unit, pressing the <ENTER> key will place the cursor in the "**UNIT**" data field, clearing that field for inputting a new unit request. You can exit the program either by inputting the "!" key and pressing <ENTER>, or simply continue pressing <ENTER> to back out through the "**UNIT**" and "**YEAR**" data fields until you reach the previous menu screen.
- For the change mode, the program will place the cursor in the first (left) data field of the selected line item. The cursor will line up on the right side of the column. In order to create the change you will either have to remove the current data by using the <BACKSPACE> key, or move the cursor to the left until you've reached the position where you wish to start over writing the current data with new information.
- The justification mode is discussed below.

The following fields are explained for clarification, and will require input from the requesting office for each line item:

RESEARCH: Since only 31 spaces are available for a brief description, use the most logical abbreviated descriptive title for this line item and *use the same title from year-to-year* so as to avoid confusing those who do the reviewing and approval of budget requests.

TOTAL: Enter the total cost for the research for the fiscal year. If the research is a three-year effort only input the cost information for this fiscal year, however, you should indicate in your narrative how much each succeeding will cost and what the ramifications are if those succeeding years are not funded or if continued funding is delayed.

JUSTIFICATION: Each line item entry requires some justification text if the request is to be considered for approval (there have been several occasions in the past when funding requests have been passed over because there was no narrative to clearly explain and support a request). The narrative should provide clear indication for the significance of the research to the unit's wildland fire management needs and any other benefits. Provide as much information as possible to clarify how the work will be accomplished and what the implications will be if funding is not provided on a timely manner if the project is a multi-year study. Since numbers of research requests are increasing, competition for limited dollars is becoming more critical, so it is this narrative that can either make or break a program in the review and approval process since previous funding approvals may not necessarily guarantee continued support in future years.

Each time you access the justification screen the program will provide the following prompt: "***ENTER LINE NBR TO CHANGE; A:ADD TEXT; F:FINISHED WITH TEXT***".

- When you enter a line number the cursor will be positioned at the start of the line and you will need to move it to the location where you want to do your changes. The program will write over existing text.
- There is no word-wrap capability, so when you reach the end of the line you will need to press the <ENTER> key to get down to the next line.
- When you're through entering your narrative press the <ENTER> key twice over blank lines to exit the input stage.
- The program will then ask you wish to save the text, requiring either a yes or no response.
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- Initially, the chronological order in which the list is developed will represent the priority ranking. In other words, the item in the second line is priority #2 (see example screen above).
- If you entered your requests in your intended priority rank order, you will not need to use this option; it would only be used to establish a different priority order from how the list was originally input.
- When you change a priority of a line item the line will physically move to the new priority level you have chosen.
- When you change an item's priority ranking to a higher level, the program automatically adjusts the ranking of those that follow. For example, if the #5 priority is changed to #3, the previous #3 becomes #4, the previous #4 becomes #5, and so on.

REG PRIORITY – By entering "R" and pressing the <ENTER> key this provides the Region with the opportunity to priority rank requests from within their park cluster, as well as their own regional requests.

- When you assign a priority number it will show up in the Regional Priority column. Regional priority ranking does **not** change the physical location of the item in the listing, as does occur under the unit prioritization as discussed above.
- If no priority number is assigned in this column the program will automatically enter a zero "0" for the item and it will not be considered for funding at the National level.
- Since numerous individuals within the national office can enter requests using the "**FIRE**" unit code, there will be no priority ranking of these requests in this column. These will be incorporated into the overall service-wide priority ranking by the Fire Management Leadership Board in their annual budget meeting in September.

APPROVED: Once a funding amount is approved by the Fire Management Program Center, the funded amount will appear in this data field for the appropriate line item. The FIREPRO program management staff will review and can approve these requests via the *1GMB Approve Research Requests* program.

Reports compiling information from this database can be generated via the *GCF Research Request Report.*